

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes 3-6 September 1985

FROM:

C/OC/AMD

EXTENSION
NO.
DATE
TO: (Officer designation, room number, and building)
DATE
RECEIVED
FORWARDED
OFFICER'S INITIALS
COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/CO

13 SEP 1985

16 SEP 1985

2. DD/CO

13 SEP 1985

13 SEP 1985

3. C/OPS

13 SEP 1985

13 SEP 1985

4. OC-EXA

13 SEP 1985

13 SEP 1985

5. OC/OL/ISC

Archiving

6.

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OC- 13761-85
12 SEP 1985

MEMORANDUM FOR: Director of Communications

FROM:

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 3 - 6 September 1985

1. During the week, Panel N remained at status quo. We are beginning to see the strong efforts recruiting has accomplished. During this week, CMO-N reviewed 15 applicant files for processing. Panel D experienced no gains and one loss during the week. The loss was a result of a file shop of a TC0-02 Officer. On paper, the Panel is now 12 personnel overstrength. There are now 50 Panel D positions presently vacant world-wide, with no assignees identified as yet. This includes 10 positions in the foreign network and 40 positions in the domestic network.

2. OSG activities included the processing of seven TDY personnel and one returnee. OC is currently providing 13 Panel D and one Panel N, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks.

3. joined AMD this week as the Panel D Assignment Officer for AMCA and EUCA.

4. RES has formalized its recruiting trips through May 1986. The schedule will include at least 10 Universities, 20 Technical Schools, and 14 NCOA Job Fairs. We will rely heavy on newspaper ads placed in areas never before tapped by RES and follow-up each ad with a local testing and presentation. The New England area will be targeted during October, November and December.

5. The following figures represent action taken on a total of 37 Personal History Statements reviewed during the past week:

Panel	PIP	PPI
D	2	4
N	9	12
E	3	7

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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6. The following figures represent, by panel, applicants that were interviewed/tested during the week:

Panel	Interviewed/tested	Failed	PIP
D	6	4	2
N	3	3	0
E	6		5

7. The following figures represent applicant cancellations beginning in January 1985. These were applicants that either cancelled themselves or were cancelled by OMS/OS. When an applicant is self-cancelled, it is for one of the following reasons: lengthy waiting period, found another job, concerned with polygraph or does not desire overseas assignments.

Cancellation By:

Panel	Applicant	Agency	Total
D	57	185	242
N	64	302	366
E	91	51	142

Salary remains the primary factor with Electrical Engineers. Starting salaries are not competitive enough with private industry and remain about \$2000 per year low.

25X1 8. Our new Safety Officer, [redacted] arrived
25X1 3 September 1985 replacing [redacted]
with spouse.

9. Due to a major power outage 3 September, our WANG systems took scattered hits with the OCFOSYS contracts library being hardest hit. This came at an especially bad time because the OC Contract team is down to the wire on obligations for the fiscal year and that library had several lengthy documents damaged that had to be restored. Ms. Shirley Fein, Systems Consultant for Wang, spent from Wednesday afternoon to 2 p.m. Thursday getting portions of our systems back up and running. With Ms. Fein's assistance, all documents were restored.

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10. The Office of Logistics (OL) plans to go ahead with the DAC redesign study, with OL and OIT paying the cost of the study.

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12. OC has a backlog of approximately 30 contractors waiting industrial security staff-like access approvals. OS advises that all resources are directed to applicant cases and it may be as late as November before any ISSA polygraphs are conducted. AMD/Security continues to pursue this but not much success thus far.

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16. [] has completed the schedule for the next running of the OC Management Seminar which will be held [] 7-11 October 1985.

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17. Effective 3 September the Finance Services Section of the Budget and Fiscal Branch was moved back to AMD. This Section processes OC travel advances and vouchers, answers inquiries regarding finance entitlements, and does the cashiering for the []

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[REDACTED]

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19. Over 450 programs were duplicated in VHF format and pouched during a two-week period ending 6 September. A majority were classified programs requested by the Areas. This brings the total duplications completed since early August to 720 programs. This is a significant accomplishment and is due entirely to the efforts of ESS's secretary, [REDACTED] a Panel D'er on temporary assignment to the Staff.

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20. A successful pilot running of the "Train the Trainers" Course Development and Lesson Plan Workshop was completed during the week 23-26 August. Sincere thanks to the 1SD Coaching Team composed of [REDACTED] for helping to make the workshop a success. Communications School (CS) looks forward to providing more of this type development for our trainers.

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[REDACTED]

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22. [REDACTED] is conducting SC-4 training [REDACTED]
Four students comprise the class.

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23. [REDACTED] completed on-site CRAFT training at [REDACTED] Also, [REDACTED] departed for [REDACTED] to conduct CRAFT hardware training.

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[REDACTED]

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